

Wilton Sewer Commission – Regular Meeting August 14, 2014

MINUTES – DRAFT APPROVED 10/9/14

The Wilton Sewer Commission held its regular meeting on Thursday, Aug. 14 at 6:30 pm in the Town Hall Courtroom. Present were Commissioners Tom Herlihy Chairman, Chris Carter; Clerk Joanna K Eckstrom; Mike Bergeron. Commissioner Tom Schultz was not present as he was delayed in Vermont.

* **Call to Order** Chairman Herlihy called the meeting to order at 6:30 PM

* **Public input and comment** – Mr Carter and Herlihy agreed that since Mike Bergeron (Water Superintendent) will be present while the insurance company inspects town-owned properties, he should be on site for the sewer department.

* **Minutes of July 10th** on a motion by Mr. Carter, seconded by Mr Herlihy, minutes were unanimously approved as written.

* **Accounts Payable** – report through July 31st and expense detail through June 30th – Per Misters Carter and Herlihy, they and Town Administrative assistants Pam Atwood and Mary Guild have had some discussion about Bond payments made in 2014. At least one principal payment came out of operating account; it should have come from unspent bond money. Commissioners to follow up with town accountant, Pam and Mary to resolve procedural questions.

With regard to expense detail, this appears to be in line but commissioners intend to look more closely at how expenses compare to various line items in budget.

* **Pump Station Labor (clarification of pay rate structure)** Mr Carter had invited Mike Bergeron, Ken Pellerin and any others who perform Pump Station Labor to hear this discussion. There have been complaints that these workers are being paid for 5 hours a week even though they're going to pump stations and flume three times a week. Misters Carter and Herlihy confirmed the commission's intent that payments for any hours over the five needed a majority of the commissioners' (2) approval. Payment rate of \$39 for each hour was confirmed. Commissioners made NO changes to pay structure.

Commissioners asked that Mike and Ken take responsibility for conditions at pump stations and flume; document any 'extras' that they do whether during the regular five hours a week as well as any time above that. The 'extras' can include repairing damaged equipment, fixing leaky covers, etc. (A leaky cover that resulted in equipment

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31 damage inside the hole was discovered at a routine inspection; repairs to cover and
32 caulk were made at the time of the routine visit.)

33 Mr Herlihy asked about the (harmful) gas detectors used to perform Pump Station and
34 Flume ... Mike explained that the meter / detector is 'state of the art'. The meter has
35 both audible and visual alerts; it is calibrated any time an alarm is generated. No one
36 goes into the hole without this safety test being performed.

37 * **Accounts Receivable** – collections through July 31st, abatements Jane Farrell
38 delivered 1st and 2nd quarter 2014 warrants for the commissioners' signatures.

39 She asked commissioners to consider same billing frequency (twice a year) as what
40 water commission is considering. Her preference is three times a year. Ms Eckstrom
41 expressed that as a water and sewer customer, she prefers quarterly billing; expects
42 that if water and sewer are paying town office staff to produce bills and water and sewer
43 should expect that bills are produced timely. She understands the problems that
44 occurred in the past and agreed that it's a cumbersome process that could be remedied
45 if Mike wasn't the only person reading meters and if town office staff was cross-trained
46 or extra help brought in. Mistert Herlihy and Carter for a cost / benefit analysis before
47 making any decision to change from the sewer department's quarterly billing.

48 An abatement was granted for the Meehan property on Main Street (has neither water
49 or sewer).

50 * **GIS Mapping Update** per Mr Carter, software module should ready by end of month.
51 Mr. Bergeron will coordinate joint meeting (Water & Sewer) for demo / presentation.

52 * **Sewer / Highway Department Projects** – Steve Elliott – due to a scheduling conflict,
53 Steve was unable to attend.

54 * **System report; interdepartmental business** Note that the state will be repaving
55 Island Street Bridge on Sept 8. Manhole covers need to be raised before that; bids
56 expected from Northeast Roads and Wilton Highway department.

57 * **Island Street Bridge update** – Per Mr Carter, project pretty much complete – some
58 adjustment to level of new bridge was needed (to accommodate sewer line hangers) but
59 job went smoothly. There was question whether TBuck has been paid yet (for hangers).

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- 61 * **Sewer Ordinance Update** – a summary sheets of proposed changes was
62 distributed. Document needs to be formatted, reviewed again. Continued to
63 September.
- 64 * **Wilton Falls – Police Station sewer line** nothing new; continue as needed.
- 65 * **Milford-Wilton Inter-municipal Wastewater Agreement**
- 66 According to Silas Little’s e-mail, changes have been incorporated into a new
67 document which should be ready for signature shortly.
- 68 Re: follow-up on bills from Milford – nothing new
- 69 * **2015 projects - ongoing as needed.**
- 70 * **Other business** - Clerk requested that October meeting be changed to October 2nd.
- 71 **Next Meetings: Regular Meeting - Thursday, September 11th**
- 72 There being no other business, the meeting was adjourned at 8:15PM.
- 73 Respectfully submitted,
- 74 Joanna K Eckstrom, Clerk